

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5000

USAFACFS Regulation
No. 612-1

22 August 2000

Personnel Processing
INPROCESSING/OUTPROCESSING OF PERMANENT PARTY PERSONNEL

Supplementation by subordinate commanders is prohibited, unless specifically approved by Headquarters USAFACFS.

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*This regulation supersedes USAFACFS Regulation 612-1, 28 October 1992.

1. PURPOSE.

a. To establish procedures for the expedient processing of permanent party military personnel arriving at or departing from this installation.

b. To provide guidance to commanders pertaining to inprocessing and outprocessing procedures, thereby allowing the commanders maximum use of their personnel.

c. To provide procedures at appendixes A through D for Accession of Dropped from Rolls (DFR) Returnees; Assignment of

Incoming Personnel in an AWOL status; Requests for Extensions of Leave; and Personnel Reporting for Training.

2. SCOPE. This regulation applies to U.S. Army permanent party personnel (officer and enlisted), who arrive at and depart from this installation.

3. RESPONSIBILITIES.

a. Adjutant General will supervise and direct overall operations.

b. Local commanders are responsible for making sure their personnel are familiar with and comply with the procedures set forth in this regulation. Commanders will ensure incoming personnel report directly to the appropriate processing facility prior to any action by the unit of assignment indicated on the orders. Commanders are also responsible for ensuring departing personnel comply with the outprocessing procedures.

c. Individuals are responsible for complying with the processing procedures set forth in this regulation.

(1) Arriving personnel will inprocess in uniform and present a proper military appearance. They will also have their personnel, medical and finance records, necessary orders, and other documentation relative to their assignment or attachment to this installation.

(2) Departing personnel will outprocess in uniform and present a proper military appearance. They will have in their possession all required military records, orders, and any other documentation relative to their departure.

4. ARRIVAL AT FORT SILL. Incoming personnel will report to the activity specified below for initial processing.

a. Officer and enlisted personnel with permanent change of station orders to Fort Sill, Oklahoma, will sign-in and process at the Adjutant General Welcome Center, Bldg 3164.

b. Graduates from United States Army Field Artillery Training Center or United States Army Field Artillery School assigned as permanent party personnel to a Fort Sill unit will sign in and process at the Welcome Center, Bldg 3164.

c. Officer and enlisted personnel attached to a Fort Sill unit will sign in and process at the Welcome Center, Bldg 3164.

d. Enlisted personnel reporting for training in the MOS's listed in appendix D will sign-in and process at the activity specified in the appendix.

e. Officer student personnel will sign-in and process at the Officer Student Battalion, Bldg 2843.

f. Federal Police Civil Liaison will pick up officer and enlisted personnel who were dropped from rolls by their parent unit for return to military control.

5. SIGN-IN PROCEDURES.

a. Welcome Center is the initial reception point for incoming personnel. Welcome Center is staffed Monday through Friday, 0615-1630 daily. Welcome Center coordinates the daily inprocessing schedule and provides the following services.

(1) Leave extensions (appendix A).

(2) Suspense for arriving personnel (appendix B).

(3) Sign-in of personnel. An approved, permissive TDY ends when the soldier signs in. Soldiers arriving from AIT requesting permissive TDY will inprocess and be referred to their gaining command.

(4) Completion of DA Form 647-1 (Personnel Register).

(5) Collection of soldier's records. The responsible agency will pick up their records daily for processing.

(a) Orders.

(b) Personnel, Medical, Dental, and Education Records.

(c) Finance Packet.

(d) Request and Authority for Leave (DA Form 31).

(e) Transportation of personnel. Welcome Center will coordinate with Welcome Billets to provide inprocessing personnel with transportation to and from Welcome Center, medical facility, and unit of assignment, as needed.

b. Once signed in, personnel are considered an accountable strength asset to the gaining unit effective the date and time the soldier signed in at the Welcome Center. However, the Personnel Strength Management Branch (PSMB) OIC can authorize actions requiring immediate processing (e.g., advance pay,

emergency leave, BAQ verification.) AG will document and forward all other actions to include disciplinary problems to the gaining unit for action to prevent delay in the soldier's processing.

b. Personnel reporting for permanent duty, upon signing in, will return to the Welcome Center the following duty day to begin inprocessing. To ensure expeditious processing, do not release personnel who have signed in to the Welcome Center for personal matters unless approved by the OIC/NCOIC, PSMB. Soldiers will attend all briefings, as applicable by rank, on the inprocessing checklist.

6. WELCOME BILLETS. Welcome Billets support personnel will arrange for dining, transportation, and billeting for unaccompanied enlisted personnel, grades E1 through E6. New arrivals will reside in the Welcome Billets during inprocessing unless other arrangements have been made. Incoming personnel causing damage or disciplinary problems in the transient billets may be subject to disciplinary action by Commander, Personnel and Support Battalion (P&SB). Commander, Personnel & Support Battalion will forward documentation of such misconduct to the gaining unit commander.

7. ENLISTED ASSIGNMENTS. Enlisted Strength Management Section (ESM), Military Personnel Division is responsible for the assignments of incoming enlisted personnel. Enlisted assignments are made in accordance with the Commanding General's assignment priorities. ESM section will--

a. Determine an initial Major Subordinate Command (MSC) from the Enlisted Assignment and Guidance Policy prior to the soldier's arrival at Fort Sill. On day of arrival, ESM section will notify the MSC's personnel staff noncommissioned officer of pending gains to their command. Each command will provide ESM with pinpoint assignments. If a command is unable to provide a specific duty assignment, Enlisted Strength Management will assign the individual to the headquarters element of the command.

b. Publish appropriate endorsement orders assigning the soldier to the unit specified by the MSC. Soldiers are assigned by 1000 on the first processing day.

c. Require brigade S1 to move soldiers from the brigade UIC to their respective battalion or battery based on strength requirements.

d. Provide unit of assignment for OSUT personnel assigned to this installation as permanent party after completion of training at USAFATC.

e. Issue appropriate attachment orders for personnel who arrive without records and orders. The unit of attachment will be in accordance with routine assignment policies. Upon receipt of records and assignment orders, take necessary action to finalize the on-post assignment. Enlisted Strength Management will furnish records and orders to the Inprocessing Section.

f. Take action on requests for diversions to this installation.

g. Determine status of soldiers who fail to report to Fort Sill to ensure the soldier was not deferred, deleted, or diverted to another post by PERSCOM (appendix B.)

8. OFFICER ASSIGNMENTS. Fort Sill Officer Management Section will prepare orders, amendments, or endorsements to assign incoming officers to the sponsoring unit. Inprocessing Section will submit the arrival SIDPERS-3 transaction.

9. INPROCESSING. Inprocessing Section, Welcome Center, will provide inprocessing services as follows:

a. Inprocessing Section will receive all personnel records from the Welcome Desk NCOIC upon soldiers' initial arrival. Welcome Desk NCOIC will then prepare the daily inprocessing schedule.

b. Beginning at 0715 daily, the ESM Section will conduct a briefing for all incoming personnel. This briefing will include such subjects as a brief history of Fort Sill, what to expect during inprocessing, the various facilities within the Welcome Center complex, and the various services available on and around Fort Sill.

c. Inprocessing Section will update the personnel records as follows:

(1) Review and update the DA Form 2 (USAR, NG), DA Form 2-1, Enlisted Record Brief, and MPRJ.

(2) Review and update the DD Form 93 (Emergency Data Record).

(3) Review and update the VA Form 29-8286 (SGLI).

(4) Publish DA Form 1506 (Statement of Service), if required, and a Veteran's Administration Statement of Service for purchasing a home, if requested.

(5) Direct promotable soldiers to the Soldiers' Action Branch.

(6) Request for Transfer Data Record (TDR) to enter the soldier on the Fort Sill SIDPERS-3 Data Base.

(7) Submit the initial SIDPERS unit arrival transaction for incoming enlisted personnel. SIDPERS transactions that do not process, due to incorrect unit processing code (UPC) furnished by the unit of assignment/MACOM, will delay SIDPERS interface for that soldier. Notify units of such delays. Inprocessing Section will submit an intra-post transaction to move soldiers to their respective brigade.

(8) Perform quality control checks on each MPRJ prior to forwarding it to the Quality Assurance Section, Personnel Services Branch (PSB.)

(9) Prepare temporary records for personnel arriving, without their personnel records. Request 201 files from losing command within 24 hours of identifying a missing record and immediately prepare emergency notification documents (DD Form 93/SGLV.)

d. Inprocessing Section will schedule inprocessing appointments based on the soldiers' marital status. Identify single soldiers inprocessing during AM hours to allow sufficient time to sign for barracks/Single Soldier Quarters room. Soldiers in the rank of SFC thru COL will have appointments the same day of arrival starting at 1400. COL(P) and General Officers will inprocess via coordinated date/time/location set forth by their aide-de-camp.

10. MISCELLANEOUS INPROCESSING ACTIVITIES. The following agencies provide services at the Welcome Center during inprocessing.

a. Education Center. Prepares and collects the Army Continuing Education System (ACES) Record (DA Form 669) and provides information on educational opportunities available in the local area.

b. Preventive Medicine. Reynolds Army Community Hospital, provides Human Immune Deficiency (HIV) and Health Risk Assessment (HRA) testing.

11. SIGN-OUT TO UNIT.

a. Upon completion of inprocessing, all personnel will sign out at the Welcome Desk. Personnel will hand carry their

inprocessing packet to their unit of assignment. This packet will include the following:

(1) Five copies of unit assignment orders/endorsements annotated with date processing completed.

(2) Annotated copy of leave form (DA Form 31.)

b. Personnel will report immediately to the new command. Soldiers receiving their assignment after 1530 will report the next duty day. This will preclude the soldier arriving at the command after all personnel have departed for the day. If the soldier does not arrive within 1 duty day of the unit receiving the assignment order from Personnel Strength Management, the unit should contact the Welcome Center. All single soldiers will report to their ultimate gaining unit before 1130 daily. Direct promotable soldiers to hand carry their promotion packet to the Soldiers' Action Branch with a copy of assignment orders.

12. OUTPROCESSING.

a. General Procedures. Except for students who are PCSing, do not authorize personnel to depart this installation without final clearance from Outprocessing Section. It is the individual's responsibility to properly clear in sufficient time to depart the installation on schedule. COL(P) and General Officers will outprocess via coordinated date/time/location set forth by their aide-de-camp. Individuals in the rank of PVT through COL will outprocess as follows:

(1) Immediately upon receipt of orders (usually 90-120 days out), personnel will arrange for shipment of household goods and hold baggage.

(2) Personnel may pick up their Installation Clearance Record (DA Form 137), as a minimum, 5 to 10 workdays prior to departure date. Personnel retiring may pick up their DA Form 137 between 5 to 30 days in advance of departure date. The unit must give the soldier adequate time to clear Fort Sill agencies. Single soldiers living in the barracks/Single Soldier Quarters require less time to clear in comparison to married soldiers residing off-post or in government quarters. Grant a maximum of 10 days to clear the installation for married or single-parent soldiers with dependents residing off-post or in government quarters and 5 days for single soldiers without dependents residing off-post or in the barracks/Single Soldier Quarters. An intentional delay by the soldier may subject the soldier to disciplinary action and is not justification for extension of reporting dates or port call dates.

(3) Upon receipt of clearance papers, soldiers must report to the Outprocessing Section with seven copies of orders, and one copy of PCS leave form, to set up final outprocessing appointment. This should occur in accordance with unit policy but not later than 5 working days from intended departure.

(4) Complete clearing before reporting for the final outprocessing appointment. A completed DA Form 137 signed by the soldier's CDR/LSG will signify the individual has properly cleared. All personnel must obtain the CDR/LSG signature on the DA Form 137 prior to obtaining final clearance approval from the installation.

(5) Outprocessing soldiers will bring their medical, dental, and education records to the final outprocessing appointment. Outprocessing Section will check that clearance actions are completed and records are accountable. Reconcile any discrepancies prior to granting clearance from this installation.

(6) Clearance is valid only for the specific assignment and/or departure date indicated in the orders. Should the individual be delayed in excess of 30 days, reinitiate post clearance.

(7) Prior to departing the installation, soldiers must sign out at their unit. Failure to do so may result in extra leave being charged or disciplinary action. Commanders at all levels will not authorize soldiers' PCS leave that extends BEYOND their report date to the next duty station (compare PCS orders with DA Form 31).

b. Permanent Change of Station (PCS.) Permanent party personnel reassigned on a PCS will receive their DA Form 137 and outprocess through their unit S1. When reporting for the initial outprocessing appointment, soldiers need their orders and an approved DA Form 31 (Request and Authority for Leave) in their possession. Use the requested leave, travel, and port call data to determine the final clearance date and to notify Finance Outprocessing Section to schedule a final finance appointment. Personnel PCSing overseas must have an HIV test no older than 6 months prior to the reporting date overseas.

13. SEPARATIONS.

a. Upon receipt of orders, personnel being discharge/released from active duty must receive their clearance papers (DA Form 137) from their unit.

b. All personnel must make Finance Outprocessing the first agency they clear. The last agency cleared will be Transition

Center (TC), Bldg 3164, Room 212 or 214 on their final outprocessing day. Complete final outprocessing NLT 1500 on the date of departure.

(1) The uniform on the final outprocessing day for **ALL** personnel being discharged or released from active duty is the Class A or B uniform. Separating NG (BCT/AIT) student personnel must be in Class C uniform.

(2) Duty uniform is required of all escorts, excluding the PT uniform.

(3) Soldiers filing a Preseparation VA Claim must notify the TC when the claim is initiated.

c. Expiration Term of Service (ETS) / Retention Control Point (RCP).

(1) ETS/RCP personnel being discharged or released from active duty will receive their separation orders 70 to 90 days prior to their ETS date.

(2) These personnel are required to attend an ETS/RCP preseparation briefing a minimum of 10 days prior to their departure date. The briefing is conducted every duty day, except Thursday, at 1300 in Bldg 3164, room 214, on a walk-in basis.

(3) Personnel with an approved DA Form 31 for Transition Leave (TL) and or Permissive TDY (if eligible), must bring the approved DA Form 31 to the TC NLT 30 calendar days from the TL/PTDY start date. A DA Form 31 that is brought to the TC that is within 30 days of the leave start date must be accompanied with a letter of lateness signed by the TL approving authority.

d. Chapter Separations.

(1) Escort soldiers being separated from the Army under the provisions of AR 635-200, chapters 5 through 18, by an NCO that is senior in rank, except for soldiers being separated for an approved physical disability. The escort will hand carry the MPRJ (201 file) and two copies (original + one) to the TC, Bldg 3164, Rm 212, immediately after approval of the separation. After the chapter packet for chapters 5-3, 5-8, 6-3, 8, 16-1, 16-2, and 16-5 is accepted by the TC, release the escort unless the separation authority directs the TC differently.

(2) Process chapter separations between 0900 and 1100 daily, except holidays and Thursdays, without appointment.

(3) The TC will notify the unit and soldier of DA approved physical disability separations. Upon notification, the soldier is required to begin outprocessing at the TC.

e. Retirement Outprocessing.

(1) Retiring personnel may outprocess in duty uniform or may wear appropriate civilian attire to their final outprocessing appointment, Bldg 3164, Rm 212.

(2) Initial and final outprocessing dates are by appointment only.

(3) Personnel must schedule their retirement physical through the TC Retirement NCO. Retirees filing a Preretirement VA Claim must notify the Retirement NCO when it is initiated.

(4) Retirees will pick up their clearance papers (DA Form 137), from their unit in accordance with paragraph 12a(2) above.

(5) Retirees with TL and or PTDY must provide a copy of their approved DA Form 31 to the TC NLT 60 days from the start date. Use the DA 31 to determine initial and final outprocessing dates.

(6) Retirees must complete a Survivors Benefit Plan briefing (Bldg 3162, room 104) and a Finance briefing (Bldg 3166, 2^d Floor) prior to their final outprocessing appointment.

APPENDIX A
LEAVE EXTENSIONS

1. Fort Sill may grant extension of leave for personnel being assigned to Fort Sill for extenuating circumstances.
2. During extenuating circumstances, grant one extension of leave (maximum 10 days). PSMB OIC/NCOIC may approve subsequent extension. Extensions are granted on case-by-case basis as not to cause a reassignment no-show.
3. The following personnel have authority to approve the initial extension of a leave.
 - a. PSMB OIC/NCOIC - 15 days.
 - b. Welcome Desk NCOIC - 5 days
4. Unit commanders will not approve extensions of leave for personnel being assigned to Fort Sill. Refer requests for extensions of leave to the Welcome Desk, (405) 442-4052.
5. Soldiers hospitalized while in transit will not receive a leave extension. Refer them to the nearest MEDDAC for attachment.
6. If an extension of leave is granted, the requester must record the name and grade of the approving authority, date the extension was granted, and the number days of leave extension in item 21 of DA Form 31. The requestor must present the DA Form 31 to the Welcome Center Duty NCO upon inprocessing at Fort Sill.
7. Refer those individuals who claim their leave was extended but leave extension cannot be verified to the PSMB OIC for determination of duty status.

APPENDIX B
INCOMING PERSONNEL IN AN AWOL STATUS

1. AWOL DETERMINATION.

a. PSMB will monitor daily the inbound roster of incoming personnel to identify soldiers who have failed to arrive by their reporting date.

b. PSMB will review the Enlisted Distribution Assignment System (EDAS)/Officer Distribution Assignment System (ODAS) to determine the status of the incoming soldier (e.g., extension, deletion, deferment, diversion.)

c. After determining soldier may be AWOL, PSMB submits an assigned not join transaction and completes the proper documents to place the soldier in an AWOL status.

2. AWOL PROCESSING. PSMB will process AWOL soldiers IAW AR 630-10, paragraph 2-4 by preparing one of the following:

a. Notify the potential gaining unit commander on those soldiers who reported late. Process leave extension or document AWOL status based on soldier's testimony and commander's inquiry.

b. AWOL and Dropped from Rolls (DFR) actions, as appropriate, for those soldiers who failed to report. PSMB will only assume responsibility for processing an AWOL soldier if the soldier is a pending gain to Fort Sill.

3. Take no actions to report a soldier AWOL until all queries are answered and the AWOL is substantiated.

APPENDIX C
DROPPED FROM ROLLS (DFR) RETURNEES

1. Battery A, Personnel Control Facility (PCF) will process DFR soldiers that return to military control at Fort Sill, OK (to include soldiers DFR by Fort Sill units) IAW AR 630-10. PCF will return to the parent unit soldiers that are--

a. Pending charges other than Article 86, UCMJ for possible court-martial action.

b. Not properly DFR IAW DA Pam 600-8, procedure 9-8, and AR 630-10, chapter 3 for completion of the action.

2. If the soldier is returned to a parent unit at Fort Sill, the parent unit will--

a. Appoint an escort (NCO senior in rank) to accompany the soldier to Inprocessing Section, Bldg 3164 for accession.

b. Prepare DA Form 2446 (Request for orders) in accordance with AR 310-10, format 426, to reassign the soldier back to his/her unit. Include in the special instructions Position Number, Duty MOS, and Duty Title.

c. Prepare DA Form 4187 (Personnel Action) showing return to military control and prepare an interim flagging action, DA Form 268, IAW AR 630-10 and DA Pam 600-8.

d. Ensure the escorted individual does the following:

(1) Takes DA Form 2446 (Request for Orders) to the Personnel Strength Management Section (Assignment and Utilization), Bldg 3169, to confirm assignment.

(2) Upon assignment confirmation, proceeds to Personnel Operations Branch, Bldg 3162, with DA Form 2446 for publication of orders. Publish orders immediately, soldier and escort will wait for receipt of orders.

(3) Upon receipt of orders, obtain the soldier's records from Personnel Records Branch, Bldg 3162. Proceed to Welcome Center, Bldg 3164, for inprocessing.

e. Return the soldier to duty at the parent unit or to confinement, at the direction of the commander.

APPENDIX D
PERSONNEL REPORTING FOR TRAINING

1. BASIC TRAINING (BT). Personnel arriving at Fort Sill for Basic Training (BT) or One-Station-Unit-Training (OSUT) and all prior service personnel, regardless of grade or component, will report directly to the 95th AG Battalion (Reception) Bldg 6007.

2. ADVANCE INDIVIDUAL TRAINING (AIT).

a. Personnel arriving at this installation for Advance Individual Training (AIT) or Additional Skill Identifier (ASI) training in the MOS's indicated below will sign in at the Initial Receiving Point (IRP), Bldg 2860. They will inprocess at the Enlisted Student Branch (ESB), Bldg 2858, next duty day.

13BlO	Field Artillery Cannon Crewman
13BlOU6	Field Artillery Weapons Maintenance
13ClO	TACFIRE Operations Specialist
13ElO	Cannon Fire Direction Specialist
13FlO	FA Fire Support Specialist
13MlO	MLRS Crewmember
13PlO	MLRS Operations Fire Direction Specialist
13RlO	FA Fire Finder Radar Operator
35ClO	Target Acquisition/Surveillance Radar Repairer
35MlO	Radar Repairer
82ClO	FA Surveyor
93FlO	FA Meteorological Crewmember
93FlOHl	Meteorological Equipment Maintenance

b. Direct AIT students reporting prior to 1500 on duty days to ESB, Bldg 2858, for inprocessing. AIT students arriving at ESB after 1500, or on nonduty days, will report to IRP, Bldg 2860. AIT soldiers should report to the ESB at 0730 on the next duty day.

3. SHEPPARD AIR FORCE BASE (Sheppard AFB). Soldiers who will train at Sheppard AFB in the following MOS's/ASI's skills, listed below, will sign in at IRP, Bldg 2860. Soldiers will report to ESB, the next duty day to inprocess. Assign/attach soldiers to Company F, 35th Engineer Battalion, 1st Engineer Brigade.

APPENDIX D (cont)

PERSONNEL REPORTING FOR TRAINING

51K 10 - Plumber 6 weeks
68H10 - Aircraft Pneudrauhcs Repairer 12 weeks
52G10 - (Transmission and Distribution Specialist) (NG/RES) 8 weeks
J3ABR36131-002 - 31L F6 (Cable Splicing) 12 weeks
J3ABR36130-000 - 31L F2 (Antenna Installation) 11 weeks
J3ABR36234-000 - ASI B2 31L (Telephone Installation System) 13 weeks
J3AZR5452-001 - ASI R2 29V/Y (Uninterruptible Power Supply Repairer) 6 weeks
J3AZR30653-010 - ASI T2 29J (Teletypewriter Maintenance) 13 weeks
J3AZR30653-034 - ASI S5 29G (Communications Terminal AN/TSC-109 Repairer) 13 weeks

4. PRIMARY LEADERSHIP DEVELOPMENT COURSE (PLDC). Direct personnel arriving to attend PLDC to the Noncommissioned Officer Academy, (NCOA) Bldg 3661. NCOA will contact ESB on the date and time for inprocessing.

5. BASIC NONCOMMISSIONED OFFICER COURSES. Personnel attending BNCOC will report directly to the Noncommissioned Officer Academy, Bldg 3683. BNCOC courses are--

13B30	Cannon Fire Direction Spec
13C30	TACFIRE Operations Spec
13E30	Cannon Fire Direction Spec
13F30	Fire Support Spec
13M30	MLRS Crewmember
13P30	MLRS/Lance Opns Fire Dir Spec
13R30	FA Fire Finder Radar Operator
82C30	FA Surveyor
93F30	FA Meteorological Crewmember

6. ADVANCED NONCOMMISSIONED OFFICERS COURSE (ANCOC.) Personnel attending ANCOC/Advanced Technical Course will report directly to the U.S. Army Noncommissioned Officer Academy, Bldg 3609. ANCOC/Advanced Technical Courses are listed below:

APPENDIX D (cont)

PERSONNEL REPORTING FOR TRAINING

13B40	FA Cannon Crewmember Chief
13C40	TACFIRE Operations Chief
13E40	Cannon Fire Direction Chief
13F40	FA Fire Support Chief
13M40	MLRS Crewmember Chief
13P40	MLRS Fire Dir Chief
82C40	FA Surveyor Chief
93F40	FA Meteorological Chief

The proponent of this regulation is AG Division, Personnel Records Branch. Users are invited to send comments and suggest improvements to Adjutant General, USAFACFS, ATTN: ATZR-OS.

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